

### **APPROVING DTL TASKS AFTER THE INITIAL DTL APPROVAL:**

**Reminders:** This can only be done by the current CI.

**Notes:** If the individual has become “inactive” due to no longer meeting the necessary credentialing requirements and has a duplicate task assignment with a task status of “pending”, please move on to ‘Impact of Changes in DTL Individual Task Status’.

1. Sign in to your RIPPLE Account (or access the link in the email notification of pending CI/QI approvals). There will be a notification at the top left indicating that there are DTL changes to approve.

2. Select X number of DTL changes to approve. 'Task Assignment List' has all task assignments (inactive tasks are hidden).

#### **TO APPROVE A NEW DTL TASK:**

(a) Assigned tasks to be approved are at the top of the task list with Status New, Status Reason "Awaiting CI approval and submission to the DTL", and Undo button under Action. RIPPLE/NCI DTL Sync Status is "RIPPLE/NCI DTL out of sync. There are unapproved changes to the RIPPLE DTL."

#### **TO REMOVE A DTL TASK:**

(a) Removed tasks to be approved are at the top of the task list with Status Reason "This task has been removed and is pending Approval of the removal by the CI." RIPPLE/NCI DTL Syn Status is "RIPPLE/NCI DTL out of sync. There are unapproved changes to the RIPPLE DTL."

3. Select 'Approve DTL'. Displays DTL Attestation "You are about to record your attestation for additions & removals to the DTL, as well as reapproved the existing DTL...".

4. Select 'Confirm' to approve. Task approval is submitted for additions and/or removals and the Trial Participants List: NCI DTL Components page appears.

(a) If credentialing is not met, Task Status is "pending" and status reason provides issues to be resolved. Once issue(s) are resolved, return to step 1.

(a) 'Task Assignment List' shows Status (this depends on the task removed/approved). RIPPLE/NCI DTL Sync Status is "The RIPPLE DTL has synced with the NCI DTL." Tasks Assigned shows all tasks assigned.

(b) if credentialing is met, Task Status is "active" and 'Task Assignment List' shows Active tasks. RIPPLE/NCI DTL Sync Status is "The RIPPLE DTL has synced with the NCI DTL." Site DTL Status is Approved.

(b) To see all removed tasks select 'Include removed tasks'. Removed tasks appear with Status Inactive and their End Date.